

PROGRAM AREAS

THE ASSOCIATE IN ARTS DEGREE

For Transfer To a University

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the Transfer or University Parallel Program, it is designed for students who plan to complete their first two (2) years of college work at Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice. Earned credits may be transferred to these senior institutions and applied toward a Bachelor's degree.

In planning a program at Florida Junior College at Jacksonville, the student should be certain to meet the General Education requirements for the Associate in Arts degree and complete a program of at least sixty-two (62) semester hours exclusive of occupational courses and physical education activity courses. Within this sixty-two (62) semester hours the student should be certain to fulfill the pre-major course requirements for the major which the student intends to take at the university the student plans to attend.

Any student transferring to a senior college from Florida Junior College at Jacksonville is advised to write the registrar of that college for information concerning special course requirements that should be met while attending Florida Junior College at Jacksonville. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and an advisor or counselor soon after the student enrolls at Florida Junior College at Jacksonville. The student is advised to choose a major as soon as possible while at Florida Junior College at Jacksonville.

The counselors in the Office of Student Development on each campus have counseling manuals provided by each state university in Florida which list courses to be taken at the junior college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or advisor will work out a program of study at Florida Junior College at Jacksonville for the student. The student has the responsibility for making contact with a counselor or advisor in the Office

of Student Development to work out the student's program of study.

ASSOCIATE IN ARTS DEGREE

Graduation Requirements

In order to be awarded the Associate in Arts degree, the student must have met the following requirements:

1. Earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of courses designated as occupational, and exclusive of physical education activity courses in excess of two (2) semester hours.
2. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville exclusive of courses designated as occupational, and exclusive of physical education activity courses in excess of two (2) semester hours.
3. Completed in residence at Florida Junior College at Jacksonville at least fifteen (15) semester hours of the total of sixty-two (62) semester hours required for the degree.
4. Completed sixty-two (62) semester hours of college credit work as follows:
 - a. Complete the general education requirements (thirty-six (36) semester hours) set forth on Pages 45 through 47 of this catalog.
 - b. Complete the elective requirements (twenty-six (26) semester hours) set forth on page 47 of this catalog.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

NOTE: Students are cautioned to pay particular attention to conditions on page 47 of this catalog concerning acceptable credits to meet degree requirements.

GRADUATION OPTIONS

A student has the following options in meeting graduation requirements:

1. **Option 1** — The requirements stated in the catalog which is effective for the term in which the student graduates.*
2. **Option 2** — The requirements stated in the catalog which was effective for the term in which the student initially entered Florida Junior College at Jacksonville as a college credit student; **provided** that such catalog is not more than four (4) academic years **prior** to the academic year in which the student graduates.**

NOTES:

*See page 10 for determination of the term in which a student graduates.

**If a student does not qualify under Option 2, the student automatically comes under Option 1.

ASSOCIATE IN ARTS DEGREE

General Education Requirements

1. The General Education program for the Associate in Arts degree shall consist of a minimum of thirty-six (36) semester hours of work. This thirty-six (36) semester hours is part of the minimum of sixty-two (62) semester hours required for the Associate in Arts degree. General Education, as conceived at Florida Junior College at Jacksonville, is concerned with developing responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings in broad areas; the humanities, communications, the social sciences, mathematics, and the natural sciences.
2. The following subject areas shall be included in the program in the manner specified:

I. Social Science.....6 semester hours

- A. Three (3) semester hours from any of the following: (Meets State Requirement for Study of U.S. Constitution)

AMH 2010 (HIS 204) — United States History I

EUH 1001 (HIS 102) — Western Civilization II

POS 2041 (POS 204) — American Federal Government

SSI 1120 (SSS 102) — Origins of American Society

- B. Three (3) semester hours from any of the following:

AMH 2020 (HIS 205) — United States History II

AMH 2420 (HIS 254) — History of Florida

AMH 2571 (BLC 210) — Afro-American History and Culture I

AMH 2572 (BLC 220) — Afro-American History and Culture II

ANT 2410 (ANT 220) — Cultural Anthropology

ANT 2511 (ANT 230) — Physical Anthropology

ASH 2300 (HIS 211) — History of the Far East

CPO 2002 (POS 220) — Introduction to Comparative Government

DEP 2002 (PSY 241) — Human Growth & Development

DEP 2102 (PSY 252) — Child Psychology

DEP 2302 (PSY 243) — Adolescent Psychology

ECO 2000 (ECO 220) — Foundations of the American Economy

ECO 2013 (ECO 210) — Principles of Economics

ECO 2023 (ECO 211) — Principles of Economics

EDP 2002 (PSY 214) — Educational Psychology

EUH 1000 (HIS 101) — Western Civilization

GEA 1000 (GEO 110) — World Geography

GEO 2370 (GEO 220) — Conservation of Resources

HES 1000 (HEN 107) — Personal and Community Health

HIS 1907 (HIS 193) — Honors Survey of History

INR 2002 (INR 230) — International Relations

LAH 2000 (HIS 212) — History of the Americas

MAF 2200 (SOC 220) — Marriage and Family

PCB 2030 (ECY 201) — The Ecological Crisis

POS 2112 (POS 205) — State and Local Government

PSY 1012 (PSY 111) — General Psychology

REL 2300 (REL 201) — World Religions

SOC 2000 (SOC 201) — Introductory Sociology

SOC 2020 (SOC 210) — Social Problems

- SOP 1002 (SOP 110) — Human Relations
 SOP 1502 (IDS 150) — Dynamics of Behavior
 SSI 1110 (SSS 101) — Origins of American Society

II. Humanities.....6 semester hours

- A. Six (6) semester hours from any of the following:

- HUM 2211 (HUM 203) — Western Humanities I or HUM 2477 (HUM 213) — Mediterranean Humanities
 HUM 2231 (HUM 204) — Western Humanities II or HUM 2478 (HUM 214) — Northern European Humanities
 HUM 2250 (HUM 205) — Western Humanities III
 HUM 2450 (HUM 215) — American Humanities
 HUM 2410 (HUM 216) — Asian Humanities
 HUM 2460 (HUM 217) — Latin American Humanities

OR

- B. Three (3) semester hours from category A above, and three (3) semester hours from any of the following:

- ARH 1000 (ART 110) — Art Appreciation
 ARH 2050 (ART 211) — Art History I (Course designed primarily for Art majors)
 ARH 2051 (ART 212) — Art History II (Course designed primarily for Art majors)
 THE 1000 (DRA 101) — Introduction to Theatre
 LIT 2211 (LIT 240) — Great Ideas in World Literature I
 LIT 2221 (LIT 241) — Great Ideas in World Literature II
 _____ (MUY 101) — Music Appreciation
 _____ (MUY 211) — Music History (Course designed primarily for Music majors)
 PHI 2010 (PHI 201) — Introduction to Philosophy
 PHI 2600 (PHI 240) — Introduction to Moral and Political Philosophy
 REL 2300 (REL 201) — World Religions

III. Mathematics —

Natural Science.....9 semester hours

- A. Six (6) semester hours from any of the following:

- APB 1150 (BIO 101) — Life in its Biological Environment
 APB 2190 (ANA 216) — Human Anatomy & Physiology II
 APB 2200 (ANA 215) — Human Anatomy & Physiology
 AST 1002 (AST 110) — Introduction to Astronomy
 BOT 1010 (BOT 101) — Botany
 BSC 1012 (BIO 102) — Principles of Biology
 CHM 1020 (CHE 100) — Chemistry for Liberal Arts
 CHM 1034 (CHE 101) — Introductory Chemistry
 CHM 1035 (CHE 102) — Introductory Chemistry
 CHM 1041 (CHE 110) — General Chemistry & Qualitative Analysis
 CHM 1042 (CHE 111) — General Chemistry & Qualitative Analysis
 GLY 1000 (PHS 102) — Earth and Space Science
 GLY 1010 (GEY 101) — Physical Geology
 GLY 1100 (GEY 121) — Historical Geology
 MCB 2010 (BIO 241) — Microbiology
 MET 1001 (MET 101) — Meteorology
 PCB 2030 (ECY 201) — The Ecological Crisis
 PHY 1020 (PHY 100) — Physics for Liberal Arts
 PHY 2040 (PHY 210) — Physics I with Calculus
 PHY 2041 (PHY 211) — Physics II with Calculus
 PHY 2050 (PHY 201) — General Physics I
 PHY 2051 (PHY 202) — General Physics II
 PSC 1341 (PHS 101) — Physical Science
 ZOO 1010 (ZOO 101) — General Zoology
 ZOO 2713 (ANA 205) — Comparative Anatomy

- B. Three (3) semester hours from any of the following:

- CNM 1100 (MAT 161) — Computer Oriented Mathematics
 MAC 1104 (MAT 121) — College Algebra

MAC 1114 (MAT 122) — College Trigonometry
 MAC 1132 (MAT 124) — College Algebra & Trigonometry
 MAC 1142 (MAT 111) — Introductory Analysis
 MAC 1311 (MAT 131) — Calculus with Analytic Geometry I
 MAC 2312 (MAT 232) — Calculus with Analytic Geometry II
 MAC 2313 (MAT 233) — Calculus with Analytic Geometry III
 MAP 2302 (MAT 242) — Differential Equations
 MAT 1024 (MAT 119) — Beginning Algebra
 MAT 1033 (MAT 120) — Intermediate Algebra
 MGF 1113 (MAT 101) — College Mathematics
 STA 1014 (MAT 151) — Elementary Statistics

IV. Communications.....9 semester hours

- A. **Both** of the following three (3) semester hour courses are required of all students:
 ENC 1103 (ENG 101) — English Composition I
 ENC 1136 (ENG 102) — English Composition II
- B. **One** of the following three (3) semester hour courses is required of all students:
 *ENC 1005 (ENG 100) — Introduction to Communications
 REA 1103 (ENG 161) — Developmental Reading
 **LIT 2021 (LIT 200) — Introduction to Literature
 SPC 1010 (SPE 110) — Fundamentals of Speech

*ENC 1005 (ENG 100) is a communications skills course and cannot be taken for credit after taking ENC 1103 (ENG 101) **ENC 1136 (ENG 102) is a prerequisite to LIT 2021 (LIT 200)

- C. Any of the following courses may be taken as electives under Area V, or as electives under Area VI. (See Area V and VI requirements below.) These courses may **not** be counted as part of the required nine (9) semester hours in Area IV.
 AML 2024 (LIT 220) — American Literature I
 AML 2025 (LIT 221) — American Literature II

CRW 2020 (COM 207) — Imaginative Writing
 ENL 2013 (LIT 210) — English Literature I
 ENL 2023 (LIT 211) — English Literature II
 MMC 2100 (COS 205) — Writing for Mass Communications
 ORI 2000 (SPE 250) — Oral Interpretation
 SPC 2420 (SPE 240) — Discussion

- V. Courses from any one or more of the above four (4) areas

(I, II, III, IV).....6 Semester Hours

- VI. Electives.....26 Semester Hours

TOTAL: 62 Semester Hours

The twenty-six (26) semester hours of elective credit required in Area VI may be selected from among the courses listed in the catalog with the following designations, subject to conditions listed below:

P — University Parallel — This course is intended to transfer to a university.

D — Dual Purpose — Any course identified by this symbol is a university parallel course. The course is also part of certain occupational programs; hence, it serves both university parallel and occupational objectives.

Conditions:

- (1) Not more than two (2) of the twenty-six (26) semester hours may consist of physical education activity courses (all one-semester hour courses).
- (2) Not more than four (4) of the twenty-six (26) semester hours may consist of music, speech, and drama activity courses. These courses are: MUN 1001 (MUS 166), MUN 1130 (MUS 162), MUN 1280 (MUS 167), MUN 1380 (MUS 165), MUN 1410 (MUS 172), MUN 1710 (MUS 163), _____ (MUS 164), _____ (MUS 171), SPC 2594 (SPE 233), THE 2090 (DRA 221).

Prerequisites and many courses in this catalog have prerequisite courses listed in the course descriptions. Although these prerequisites are **NOT** mandatory, students are strongly advised to be guided by these recommendations.

PROGRAM AREAS

THE ASSOCIATE IN SCIENCE DEGREE

For General Education Or To A Job And Career In Two Years

One of the objectives of Florida Junior College at Jacksonville is to develop a comprehensive series of business, health, engineering and industrial related, home economics, distributive, public service, and other programs designed to fulfill the occupational needs of the community's citizens and employers.

The Occupational Education Programs are designed to prepare the student who, at the completion of a program of study listed in this section of the catalog, is planning to enter a chosen career at the semi-professional level, or who plans to transfer to a senior institution offering the baccalaureate degree in a related technology area, based on the articulation agreement with the senior institutions.

Occupational patterns in industry have changed significantly in the past twenty (20) years. The rate of change is increasing. The techniques of measurement and control have combined to increase the need for technically competent persons with special abilities who can support and supplement the efforts of engineers, scientists, and managers.

Advisory committees help Florida Junior College at Jacksonville create programs and courses to prepare today's youth and adults for the world of work. The advisory committees are made up of civic-minded representatives of business, industry, government, health agencies, public service, and labor.

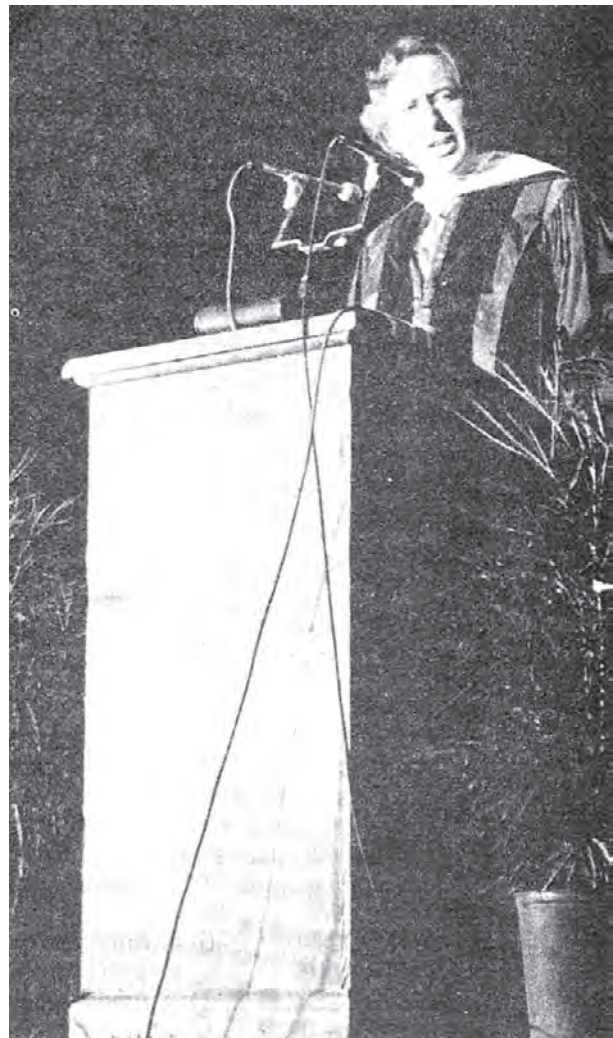
The broad area of Occupational Education at Florida Junior College at Jacksonville, in all of its philosophy, concepts, and functions, reflects the image of the worth of the individual, the needs of the individual and industry, and is conceived as one means of providing a quality program of education which not only recognizes the importance of essential skills and knowledge, but in addition, recognizes the need for desirable attitudes and habits.

Individuals who seek to pursue a career at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, College Credit Certificate programs are available in several areas.

The Program Director may prescribe deficiency courses which are necessary for successful completion of the Associate in Science degree. If the student is a veteran, a copy of the Director's recommendation must be on file and the course or courses certified as deficiency to the Veterans Administration.

The Program Director may approve another elective or professional course not listed as an approved elective in the Associate in Science degree curriculum which will apply toward Associate in Science degree graduation, and if the student is a veteran, a record of the approval will be maintained in the veteran's file.

The following are recommended programs of study leading to the Associate in Science degree and College Credit Certificate in various areas of occupational education.



ASSOCIATE IN SCIENCE DEGREE Special Areas of Study In:	Fred H. Kent Campus	North Campus	South Campus	Downtown Campus
BUSINESS				
Accounting	X	X	X	
Data Processing		X		
*Computer Operations		X		
*Computer Programming		X		
General Business	X	X	X	
Secretarial Science	X	X	X	
*Clerical	X	X	X	
*Stenography	X	X	X	
DISTRIBUTIVE				
Banking	X			
Hospitality Management	X			
Insurance	X		X	
Real Estate	X			
Sales-Marketing-Retailing	X	X	X	
Transportation	X			
ENGINEERING & INDUSTRIAL RELATED				
Architectural & Building Construction				
Technology				X
Civil Engineering Technology				X
Drafting and Design Technology				X
*Drafting				X
Electronic Engineering Technology				X
Mechanical Engineering Technology				X
Printing/Graphic Arts		X		
X-Ray Engineering Technology				X
HEALTH				
Dental Hygiene		X		
*Dental Assisting		X		
Emergency Medical Technology		X		
Medical Laboratory Technology		X		
*Medical Laboratory Technology		X		
Respiratory Therapy		X		
Technical Nursing		X		
HOME ECONOMICS				
Child Care Services		X		
Fashion Merchandising	X			
Food Service Technology	X			
*Food Service Technology	X			
PUBLIC SERVICE				
Criminal Justice Education-Corrections			X	
Criminal Justice Education-Law Enforcement			X	
*Law Enforcement			X	
Fire Science & Prevention			X	
*Fire Science & Prevention			X	
Legal Assistant				X

*College Credit Certificate for completion of specialized courses of study.

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

ASSOCIATE IN SCIENCE DEGREE

Graduation Requirements

In order to be awarded the Associate in Science degree, the student must have met the following requirements:

1. Earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of physical education activity courses.
2. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville, exclusive of physical education activity courses.
3. Completed in residence at Florida Junior College at Jacksonville at least one-fourth of the total hours required for a degree, or as specified.
4. Completed the general education requirements and required courses as set forth in the college catalog or as approved by the director of the program. A minimum of sixty (60) semester hours is required for this degree, of which at least fifteen (15) semester hours must be in general education.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

CERTIFICATE Graduation Requirements

In order to be awarded a College Credit Certificate, the student must have met the following requirements:

1. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
2. Completed the required courses as set forth in the college catalog or as approved by the director of the program.
3. Completed at least one-fourth of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

General Education Requirements

1. A minimum of fifteen hours of general education are required for all Associate in Science degree programs of study.

2. The following subject areas shall be included in each program in the manner specified below:

I. Social Science.....3 Semester Hours

Any one of the following three (3) semester hour courses to meet State requirement for study of the U.S. Constitution:

AMH 2010 (HIS 204) — United States History

EUH 1001 (HIS 102) — Western Civilization

POS 2041 (POS 204) — American Federal Government

SSI 1120 (SSS 102) — Origins of American Society

II. Humanities.....3 Semester Hours

Any course(s) listed under Area II (Humanities) for Associate in Arts degree.

III. Mathematics — Natural Science3 Semester Hours

Any course(s) listed under Area III (Mathematics—Natural Science) for Associate in Arts degree—OR as specified in individual Associate in Science degree programs from the course(s) listed under Area III (Mathematics—Natural Science) for Associate in Arts degree.

IV. Communications.....3 Semester Hours

One of the following three (3) semester hour courses is required of all Associate in Science degree students.

ENC 1103 (ENG 101) — English Composition I OR

ENC 1065 (ENG 100) — Introduction to Communications

- V. The remaining general education requirement may be selected from courses listed in any one of the four (4) categories under requirements for Associate in Arts degree OR as specified in individual Associate in Science degree programs.

A minimum of sixty (60) semester hours is required for the Associate in Science degree. Some programs require more. Lists of additional courses required are set forth in individual Associate in Science degree programs.

ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAMS OF STUDY

BUSINESS EDUCATION

ACCOUNTING

The Accounting Program is primarily designed for those students who intend to seek immediate employment in some area of accounting and is also intended for, and most beneficial to, those individuals who are presently using accounting and/or accounting information in their employment. The aim of the Accounting Program is to prepare students for positions in industry; federal, state, and local government; and public accounting. The professional certified public accountant candidate should follow the Associate in Arts degree Business Administration program of studies.

This program is based upon the development of a thorough knowledge of accounting principles and theory, and then seeks to develop the student's ability to apply this knowledge to problem situations. An intensive study of accounting and related business subjects is combined with general education courses to provide a well-balanced program.

General Education	Associate In Science	*Refer to General Education Requirements **Approved Electives	
ECO 2013 Principles of Economics	3		
*Communications	3	BUL 2111 Business Law	3
*Humanities	3	BUL 2112 Business Law	3
*Mathematics-Natural Science	3	COE 1000 Cooperative Education Seminar	1
*Social Science	3	Cooperative Education Work	
	15	(OCO 101) Experience I (with Program Director's prior consent) ...	3
		Cooperative Education Work	
		(OCO 201) Experience II (with Program Director's prior consent) ...	3
		FIN 2000 Principles of Finance	3
Professional and Other Required Courses		MAN 1700 Introduction to Business	3
ACC 2001, 2021, 2109, 2129, 2409, 2509 Accounting	19	MAN 2000 Principles of Management ...	3
QMB 1001 Business Mathematics	3	MAN 2300 Personnel Management	3
SES 2331 Business Communications ...	3	MAR 1011 Principles of Marketing	3
**Approved Electives	20	RMI 1030 Principles of Insurance	3
	45	SES 1328 Calculating Machines	2
	45		
Total	60		

The program director may require additional courses or make substitutions required to meet the needs of students.

DATA PROCESSING

The Associate in Science degree in Data Processing is earned after a two-year program of study to prepare students for a variety of positions in business data processing. The Certificate in Computer Operations and the Certificate in Computer Programming are based on one-year programs involving minimal course work in General Education.

The Data Processing program prepares students to seek gainful employment as program coders, control analysts, junior programmers, or programmer-analyst trainees.

The program in Computer Operations entails experience with the operation of the IBM System/370 Model 135 Computer System in the Florida Junior College at Jacksonville Data Center. Limited number of laboratory assistantships are available for students to gain valuable experience with the operation of the RJE terminal and the Prime 300 instructional mini-computer system in the Data Processing Laboratory on the North Campus.

Computer Programming is an abbreviated program recommended only for those students with previous course work at college-level and/or moderate business experience.

Students interested in a computer programming career are urged to take the Programmer's Aptitude Test available through the Student Development Office on the North Campus.

In order to complete the Associate in Science degree program in two years or the Certificate Program in one year, each student must be enrolled in two (2) Data Processing courses as part of a full-time course load during the Fall and Winter Terms (I and II).

	Associate in Science	Certificate In: Computer Operations	Certificate In: Computer Programming
General Education			
*Communication	3	3	
*General Education Elective	3		
*Humanities	3		
*Mathematics—Natural Science	3		
*Social Science	3	3	
	15	6	
Professional and Other Required Courses			
**ACC 2001 Principles of Accounting I	3	3	3
CAP 1001 Data Processing Application	3	3	3
CIS 2100 Data Management & Utility Programs	3	3	3
CIS 2321 System Development & Design	3		3
CNM 1005 Data Processing Mathematics	3	3	3
COC 1300 Introductory Computer Concepts	3	3	3
COP 2120 Basic COBOL Programming	3		3
COP 2121 Advanced COBOL Programming			3
COP 2610 Advanced Computing & Programming Systems	3		
CRM 1039 Data Processing Workshop		3	
MAN 1700 Introduction to Business	3	3	3
MAN 2000 Principles of Management	3		
***SES 1100 Beginning Typewriting I	3	3	3
SES 2331 Business Communications	3	3	3
Data Processing Elective	3		
Data Processing or General Business Elective	3		
Programming Elective	3		3
	45	27	36
Total	60	33	36

*Refer to General Education Requirements

**ACC 1009 and ACC 1029 may be used in place of ACC 2001

***Students with touch typing skills may elect to substitute a Data Processing or General Business Elective course for SES 1100.

Where appropriate the following are desirable as electives:

- ACC 2021 Principles of Accounting II
- BUL 2111 Business Law
- COP 1160 RPG Programming
- COP 1400 Basic Assembly Language
- COP 2110 FORTRAN Programming
- COP 2121 Advanced COBOL Programming
- COP 2130 PL/I Programming
- COP 2170 BASIC Programming
- COP 2401 Advanced Assembly Language Programming
- COP 2610 Advanced Computing and Programming System
- MAN 2000 Principles of Management

The program director may require additional courses or make substitutions required to meet the needs of students.

GENERAL BUSINESS

The two-year General Business Program is designed to prepare students for advancement in the business profession. The emphasis of the course selections is on business courses as only five (5) General Education courses are required. It is important to note that this program is not intended to be a substitute for the four-year Business Administration program. The director of the program may require and/or approve additional courses for program completion or may approve substitution of courses based on student needs.

General Education	Associate In Science	
ECO 2013 Principles of Economics	3	
*Communications	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
	<u>15</u>	
Professional and Other Required Courses		
ACC 1009, 1029 Accounting I & II		
or		
ACC 2001 Principles of Accounting I ...	3-6	
QMB 1001 Business Mathematics	3	
SES 2331 Business Communications ...	3	
**Approved Electives	<u>33-36</u>	
	<u>45</u>	
	<u>60</u>	
Total	60	

		*Refer to General Education Requirements	
		**Approved Electives:	
ACC 2021	Principles of Accounting II		3
ACV 2000	Advertising		3
BUL 2111	Business Law		3
BUL 2112	Business Law		3
COE 1000	Cooperative Education Seminar		1
	Cooperative Education Work		
(OCO 101)	Experience I (With Program		
	Director's prior consent)		3
	Cooperative Education Work		
(OCO 201)	Experience II (With Program		
	Director's prior consent)		3
FIN 2000	Principles of Finance		3
FIN 2100	Personal Finance		3
MAN 1700	Introduction to Business		3
MAN 2000	Principles of Management		3
MAN 2300	Personnel Management		3
MAR 1011	Principles of Marketing		3
MAR 1101	Salesmanship		3
MAR 1151	Retail Merchandising		4
MAR 1301	Sales Promotion		4
MAR 2401	Sales Management		3
RMI 1030	Principles of Insurance		3
SES 1100	Beginning Typewriting I		3
SES 1101	Beginning Typewriting II		3
SES 1110	Intermediate Typewriting		3
SES 1328	Calculating Machines		2

The program director may require additional courses or make substitutions required to meet the needs of students.

SECRETARIAL SCIENCE

The two-year Secretarial Science Program is designed to fill the career needs of the student who is preparing for a top level secretarial position. The program is a combination of general education, business education, and special education to develop the skills necessary for a secretarial position. Classroom experiences aid the student in successfully coping with the different phases of secretarial work: dictation and transcription; office practice, procedures, and management; and problems in typewriting at the vocational competency level.

A student may obtain a Certificate in Clerical or Stenography by completing the courses identified hereafter.

The Director of the Program may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

General Education	Associate In	Certificate In:	
	Science	Clerical	Stenography
*Communications	3	3	3
*Humanities	3		
*Mathematics — Natural Science	3		
*Social Science	6	6	3
	<u>15</u>	<u>9</u>	<u>6</u>
Professional and Other Required Courses			
ACC 1009, 1029 Accounting	6	6	6
BUL 2111 Business Law	3	3	3***
MAN 1700 Introduction to Business	3	3	3
MAN 2000 Principles of Management		3	
QMB 1001 Business Math	3	3	3
SES 1100 Beginning Typewriting I	3**		
SES 1101 Beginning Typewriting II	3**		
SES 1110 Intermediate Shorthand	3**	3	3
SES 1210 Beginning Shorthand	3**		
SES 1211 Intermediate Shorthand	3**		3
SES 1328 Calculating Machines	2	2	2***
SES 1341 Office Applications	2	2	2
SES 2120 Advanced Typewriting	3**	3	3
SES 2213 Advanced Shorthand	3**		3
SES 2234 Dictation & Transcription	3**		3***
SES 2331 Business Communications	3	3	3
SES 2401 Secretarial Practices	3		3
	<u>49</u>	<u>31</u>	<u>37-38</u>
Total	64	40	43-44

*Refer to General Education Requirements

**Students will be placed at proper level

***Students are required to take any two (2) of these courses

NOTE: Other hours that may be needed for completion of the AS degree program due to advanced placement may be selected from other General Business courses.

DISTRIBUTIVE EDUCATION

BANKING

This two-year program is structured to provide students with both the general and specialized skills and competencies needed to embark upon a profitable and rewarding banking career. Jacksonville is a hub of financial activity, and financial institutions such as banks are looking for qualified and motivated degree students to enter their executive training programs. Opportunities in banking are especially good because of the variety of departments such as business development, public relations, installment credit, international trade development, commercial services, loans and securities.

Those already employed in banks have the opportunity to register for in-house courses leading to American Institute of Banking certification and at the same time earning college credit toward degree requirements.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the transfer program to the University of North Florida must complete the transfer program requirements.

General Education		Associate In Science	AS Degree Option UNF Transfer
ECO 2013	Principles of Economics	3	3
ECO 2023	Principles of Economics		3
ENC 1103	English Composition I		3
ENC 1103	English Composition I or MMC 1000 Introduction to Communications	3	
HUM 2211	Western Humanities I	3	3
MAC 1104	College Algebra		3
ENC 1005	Introduction to Communications		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology	3	3
SPC 1010	Fundamentals of Speech	3	
STA 1014	Elementary Statistics		3
*General Education Electives			6
*Mathematics — Natural Science		3	
*Social Science		3	
*Social Science or Humanities		3	
		<u>24</u>	<u>33</u>
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BAN 1110	Principles of Bank Operation	3	3
BAN 1700	Financing Business Enterprise	3	
BAN 2303	Savings and Time Deposits	3	3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
FIN 2230	Money and Banking	3	3
MAN 1700	Introduction to Business	3**	3
MAN 2000	Principles of Management	3	3
QMB 1001	Business Mathematics	3	
Approved Electives		6	
		<u>36</u>	<u>27</u>
Total		60	60

*Refer to General Education Requirements

**Another course may be selected upon approval of Program Director.

The program director may require additional courses or make substitutions required to meet the needs of students.

HOSPITALITY MANAGEMENT

This program is designed to provide career-minded students with the basic principles and job entry working skills and the training for supervisory and management positions in the Hotel, Motel, Apartment, Lodging and Food Service industry. The program is designed to provide the student with a foundation for building a rewarding position and satisfying career in a dynamic, growing industry.

The Hotel, Motel, Apartment, Tourism, and Food Service Industry is the largest and fastest growing business in Florida. AS degree students with an educational background of this business are in demand. Training includes communication and managerial skills, human relations, and leadership. Through the internship program of Hospitality Management, students gain college credit and valuable, profitable work experience. Job placement is available through the college Hospitality Management Advisory Committee.

General Education	Associate In Science		3
ECO 2013 Principles of Economics	3	FSS 2501 Food & Beverage Control	3
*Communications	3	HFT 1000 Introduction to Hospitality Management	3
*Humanities	3	HFT 1250 Hotel-Motel Management	3
*Physical or Biological Science	3	HFT 1260 Restaurant Management	3
*Social Science	6	HFT 1270 Apartment Management	3
	<u>18</u>	HFT 2221 Customer-Personnel Relations	3
		**HFT 2941 Internship	3
		**HFT 2942 Internship	3
Professional and Other Required Courses		MAN 2000 Principles of Management ...	3
ACC 1009 General Accounting I	3	MAR 1101 Salesmanship	3
BUL 2111 Business Law	3	QMB 1001 Business Mathematics	3
FIN 2100 Personal Finance	3		<u>42</u>
		Total	<u>60</u>

*Refer to General Education Requirements

**Choices in these courses are determined by the student's employment outlook. This decision will determine what type of institution the student will be placed in for the internship courses of HFT 2941 and 2942. Internship will consist of fifteen (15) hours per week of on-the-job training. Students are encouraged to seek part-time employment in the hospitality industry while attending college and during the summer.

The program director may require additional courses or make substitutions required to meet the needs of students.



INSURANCE

This program's objective is to provide students with the necessary course work that can lead to profitable and rewarding careers in the insurance industry — life, property and casualty, and health. Emphasis is placed on job preparation for affiliation with insurance agencies and home office operations. Jacksonville, being the "Insurance Capital of the South", offers great opportunity to qualified insurance AS graduates.

Courses are made available to those persons already employed for career advancement opportunities. These include Chartered Life Underwriters (CLU), Life Office Management (LOMA) and Insurance Institute of America (IIA). Courses leading to licensing requirements for property and casualty general agents, solicitors, and adjusters are also available.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the Transfer Program requirements.

		Associate In Science	AS degree Option UNF Transfer
General Education			
ECO 2013	Principles of Economics		3
ECO 2023	Principles of Economics		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
ENC 1005	Introduction to Communications		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology	3	3
STA 1014	Elementary Statistics		3
*Communications		3	
*General Education Electives—			6
*Humanities		3	
*Mathematics — Natural Science		3	
*Social Science		6	
		<u>18</u>	<u>33</u>
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 1029	General Accounting II	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	
FIN 2000	Principles of Finance	3	
MAN 1700	Introduction to Business	3	
MAN 2000	Principles of Management	3	
MAR 1011	Principles of Marketing		3**
MAR 1101	Salesmanship	3	
QMB 1001	Business Mathematics	3	
RMI 1030	Principles of Insurance	3	3
RMI 1110	Principles of Life Insurance I		3***
RMI 1200	Principles of Casualty Insurance and Surety Bonding	3	3***
RMI 1210	Principles of Fire and Allied Lines	3	3***
Approved Electives		9	
		<u>42</u>	<u>30</u>
		<u>60</u>	<u>63</u>
	Total	60	63

*Refer to General Education Requirements

**Required course in UNF Transfer Option.

***Any two (2) of these courses.

The program director may require additional courses or make substitutions required to meet the needs of students.

REAL ESTATE

This program is designed to provide students with a meaningful background in real estate as particularly related to principles, practices, and license law. Pre-licensing requirements established by the Florida Real Estate Commission for licensed salesmen are incorporated into the program. Through a variety of course offerings, students are presented an opportunity to specialize in other areas of real estate including management, appraisal, and finance.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the program requirements.

		Associate In Science	AS degree Option UNF Transfer
General Education			
ECO 2013	Principles of Economics	3	3
ECO 2023	Principles of Economics		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
ENC 1005	Introduction to Communications		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology		3
SPC 1010	Fundamentals of Speech	3	
STA 1014	Elementary Statistics		3
*Communications	3	
*General Education Electives		6
*Humanities	6	
*Mathematics — Natural Science (Except MAT 1024)	3	
*Social Science	3	
		<u>21</u>	<u>33</u>
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
MAN 1700	Introduction to Business	3**	3
MAN 2000	Principles of Management	3	3
MAN 2300	Personnel Management	3	
MAN 1011	Principles of Marketing		3***
QMB 1001	Business Mathematics	3	
REE 1000	Real Estate Principles & Practices	3	3
REE 1100	Real Estate Appraisal	3	
REE 1400	Real Estate License Law	3	3
REE 1810	Real Estate Sales	3	
REE 2270	Mortgage Broker in Mortgage Lending	3	3****
REE 2430	Real Estate Law	3	3****
		<u>39</u>	<u>30</u>
	Total	60	63

*Refer to General Education Requirements

**Another course may be selected upon approval of Program Director.

***Required course in UNF Transfer Option

****Any one (1) of these courses

The program director may require additional courses or make substitutions required to meet the needs of students.

SALES—MARKETING—RETAILING

The Sales-Marketing-Retailing Program provides the student with a background that will assist in preparing for a career in the area of sales, sales management, sales promotion, advertising, wholesaling, retailing, and market research. Career opportunities in these fields exist in private industry, government, and the professions.

The curriculum includes the study of activities necessary to place goods and services in the hands of household consumers and industrial users. The classroom experiences provide a broad understanding of the marketing process, as well as specialized knowledge in the various areas of marketing.

The Director of the Program may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

General Education	Associate In Science		
ECO 2013 Principles of Economics	3		
*Communications	3		
*Humanities	3		
*Mathematics — Natural Science	3		
*Social Science	3		
	<u>15</u>		
Professional and Other Required Courses			
ACC 1009, 1029 General Accounting I and II			
or			
ACC 2001 Principles of Accounting I ...	3-6		
ADV 2000 Advertising	3		
MAR 1011 Principles of Marketing	3		
MAR 1101 Salesmanship	3		
QMB 1001 Business Mathematics	3		
SES 2331 Business Communications ...	3		
**Approved Electives	24-27		
	<u>45</u>		
Total	60		

		*Refer to General Education Requirements	
		**Approved Electives	
BUL 2111 Business Law	3		
BUL 2112 Business Law	3		
COE 1000 Cooperative Education Seminar	1		
_____ Cooperative Education Work			
(OCO 101) Experience I (with Program			
Director's prior consent)	3		
_____ Cooperative Education Work			
(OCO 201) Experience II (with Program			
Director's prior consent)	3		
FIN 2000 Principles of Finance	3		
MAN 1700 Introduction to Business	3		
MAN 2000 Principles of Management	3		
MAN 2300 Personnel Management	3		
MAR 1151 Retail Merchandising	4		
MAR 1301 Sales Promotion	4		
MAR 2401 Sales Management	3		
RMI 1030 Principles of Insurance	3		
SES 1100 Beginning Typewriting I	3		
SES 1101 Beginning Typewriting II	3		
SES 1110 Intermediate Typewriting	3		
SES 1328 Calculating Machines	2		



TRANSPORTATION

The purpose of the Transportation Program is to enable students to obtain a meaningful career, either in industrial traffic management or in the commercial carrier industry.

The Transportation Advisory Committee continually keeps the faculty aware of industrial needs, job opportunities, changes in transportation technology, and placement services.

Transportation curricula are continually updated, and new courses developed to meet community requirements. The courses provide students with ample specialized training and skills to enter the highly technical field of transportation and distribution.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the Transfer Program requirements.

General Education		Associate In Science	AS degree Option UNF Transfer
ECO 2013	Principles of Economics	3	3
ECO 2023	Principles of Economics		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
ENC 1005	Introduction to Communications		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology		3
SPC 1010	Fundamentals of Speech	3	
STA 1014	Elementary Statistics [*]		3
*Communications		6	
*General Education Electives			6
*Humanities		6	
*Mathematics - Natural Science, (Except MAT 1024)		3	
*Social Science		3	
		<u>24</u>	<u>33</u>
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
MAN 1700	Introduction to Business	3**	3
MAN 2000	Principles of Management	3	3
QMB 1001	Business Mathematics	3	
TRA 1010	Principles of Transportation	3	
TRA 1032	Transportation and Traffic Management I	3	
TRA 1230	Material Handling	3	
TRA 1420	Commercial Motor Transportation	3	
TRA 2020	Economics of Transportation	3	3
Approved Electives		3	9
		<u>36</u>	<u>30</u>
Total		60	63

*Refer to General Education Requirements

**Another course may be selected upon approval of Program Director.

The program director may require additional courses or make substitutions required to meet the needs of students.

ENGINEERING AND INDUSTRIAL RELATED EDUCATION

ARCHITECTURAL AND BUILDING CONSTRUCTION TECHNOLOGY

The objective of this program is to prepare the student for a career as a draftsman or as an assistant to architects, engineers, or employers whose companies are associated through services or products with the architectural and building construction field.

A student will be considered as selected for this program when the student has an Associate In Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

		Associate In Science		
General Education			ETC 1321 Surveying	3
*Communications	3		ETD 1100 Engineering Drawing	3
*General Education Elective	3		ETD 2121 Civil Drafting	3
*Humanities	3		ETG 2504 Engineering Mechanics	4
*Mathematics — Natural Science	3		ETG 2535 Testing & Strength of Materials	4
*Social Science	3		ETI 1421 Engineering Materials & Processes	4
	<u>15</u>		ETI 1700 Industrial Safety	3
Professional and Other Required Courses			ETM 2610 Air Conditioning & Heating ...	3
ARC 2120 Architectural Drafting	3		MTB 1321 Technical Math I	3
BCN 1001 Building Construction	3		MTB 1322 Technical Math II	3
BCN 2614 Planning and Estimating	3		Professional Course Elective	3
COC 2307 Computer Concepts	3			<u>51</u>
ENC 2315 Technical Report Writing	3			<u>66</u>
			Total	66

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

The graduates of this program may elect to continue studies for a baccalaureate degree in a related area at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

CIVIL ENGINEERING TECHNOLOGY

The objective of this program is to prepare the student for a career in fields related to Civil Engineering such as drafting, construction, surveying, road building, hydraulics, or instrumentation.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

		Associate In Science	Professional and Other Required Courses	
General Education			BCN 1001 Building Construction	3
*Communications	3		BCN 2614 Planning and Estimating	3
*General Education elective	3		BUL 2111 Business Law (see notes) or	
*Humanities	3		MAN 1700 Introduction to Business	3
*Mathematics — Natural Science	3		EGN 1130 Descriptive Geometry	3
*Social Science	3		ENC 2315 Technical Report Writing	3
	<u>15</u>		ETC 1321 Surveying	3

ETD 1100	Engineering Drawing	3	ETM 2221	Elements of Applied Energy	3
ETD 2121	Civil Drafting	3	ETM 2310	Fluid Mechanics	3
ETG 2504	Engineering Mechanics	4	MTB 1321	Technical Math I	3
ETG 2535	Testing & Strength of Materials	4	MTB 1322	Technical Math II	3
ETI 1421	Engineering Materials & Processes	4	Professional Course Elective		3
					<u>51</u>
				Total	<u>66</u>

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

The graduates of this program may elect to continue studies for a baccalaureate degree at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

DRAFTING AND DESIGN TECHNOLOGY

The objective of this program is to prepare students for careers as assistants to engineers or architects. The graduate will be prepared to translate ideas, sketches, calculations, and specifications into complete and accurate working drawings.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

The graduates of this program may elect to continue studies for a baccalaureate degree in a related area at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

The certificate program in Drafting is to prepare the student for employment as a draftsman. The student will be advised by the program director, in writing, if selected for this program.

The graduate of the certificate program may elect to continue studies for the Associate in Science degree in Drafting and Design Technology, and then continue for a baccalaureate degree in a related area at a senior institution.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

	Associate In Science	Certificate In Drafting
General Education		
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
	<u>15</u>	<u>3</u>

Professional and Other Required Courses

ARC 2120	Architectural Drafting	3	3
BCN 2614	Planning and Estimating	3	
BUL 2111	Business Law		
or			
MAN 1700	Introduction to Business	3	
EGN 1130	Descriptive Geometry	3	3

ECN 2315	Technical Report Writing	3	3
ETD 1100	Engineering Drawing	3	3
ETD 1645	Mechanical and Electrical Drafting	3	3
ETD 2121	Civil Drafting	3	3
ETG 2504	Engineering Mechanics	4	
ETG 2535	Testing and Strength of Materials	4	
ETI 1421	Engineering Materials and Processes	4	4
ETI 1700	Industrial Safety	3	
ETI 2440	Industrial Design	3	3
MTB 1321	Technical Math I	3	3
MTB 1322	Technical Math II	3	
Professional Course Elective		3	
		<u>51</u>	<u>28</u>
	Total	66	31

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

ELECTRONIC ENGINEERING TECHNOLOGY

The objective of this program is to prepare a student for a career associated with the electronics industry as a technician or assistant to engineers and scientific personnel in electronic systems and processes.

A student will be considered as selected for this program when an Associate in Science degree advising sheet has been signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

	Associate In Science	ENC 2315 Technical Report Writing	3
General Education		ETD 1100 Engineering Drawing	3
*Communications	3	ETE 1010, 1020, 1524, 2101, 2111, 2112, 2121, 2141	
*General Education Elective	3	Electronics	24
*Humanities	3	ETE 2633 Computer Logic Circuits	3
*Mathematics — Natural Science	3	ETI 1700 Industrial Safety	3
*Social Science	3	MTB 1321, 1322, 2323 Technical Math I, II, & III	9
	<u>15</u>	Professional Course Elective	3
Professional and Other Required Courses			<u>51</u>
COC 2307 Computer Concepts	3	Total	66

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

The graduates of this program may elect to continue studies for a baccalaureate degree in a related area at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

MECHANICAL ENGINEERING TECHNOLOGY

The objective of this program is to prepare a student for a career as an engineering aide or technical assistant in numerous specialty areas associated with mechanical engineering or technology.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

	Associate In Science	ETD 1645 Mechanical and Electrical Drafting	3
General Education		ETG 2504 Engineering Mechanics	4
*Communications	3	ETG 2535 Testing & Strength of Materials	4
*General Education Elective	3	ETI 1421 Engineering Materials & Processes	4
*Humanities	3	ETI 1700 Industrial Safety	3
*Mathematics — Natural Science	3	ETI 2440 Industrial Design	3
*Social Science	3	ETI 2681 Industrial Supervision	3
	<u>15</u>	ETM 2221 Elements of Applied Energy ..	3
Professional and Other Required Courses		ETM 2310 Fluid Mechanics	3
COC 2307 Computer Concepts	3	MTB 1321, 1322 Technical Math I and II..	6
EGN 1130 Descriptive Geometry	3	Professional Course Elective	3
ENC 2315 Technical Report Writing	3		<u>51</u>
ETD 1100 Engineering Drawing	3	Total	<u>66</u>

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

The graduates of this program may elect to continue studies for a baccalaureate degree in a related area at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.



PRINTING/GRAPHIC ARTS

The two-year program in Printing/Graphic Arts is designed to provide the student with a working knowledge of each of six (6) major areas of the printing industry, and then to develop in the student occupational skills in the one area or process in which the student demonstrates aptitude and interest.

Lecture courses and hands-on laboratory experience will be provided for training in Hand and Machine Composition and Form Make-up; Letterpress Press Operation and Form Lockup; Cold Typesetting and Pasteup; Camera Operation and Film Processing; Negative Stripping and Offset Platemaking; Offset Press Operation and Related Bindery Functions.

General Education	Associate In Science		
		ARV 2225, 2230, 2234, 2250, 2253, 2256 Graphic Arts (Select One)	3
*Communications	3		
*Social Science	3	ARV 2226, 2231, 2235, 2254, 2257 Graphic Arts (Select One)	6
*Humanities	3		
*Mathematics — Natural Science	3		
*Electives	6	HES 2402 Standard First Aid and Personal Safety	2
	<u>18</u>		
		SES 1101 Beginning Typewriting II	3
Professional and Other Required Courses			<u>43</u>
ARV 1200, 1201, 1203, 1208, 1209, 1260, 2945 Graphic Arts	29		<u>61</u>
		Total	61

*Refer to General Education Requirements

The program director may require additional courses or make substitutions required to meet the needs of students.

X-RAY ENGINEERING TECHNOLOGY

The objective of this program is to prepare a student for employment in the medical or industrial field as a technologist specializing in the use, installation, calibration, and maintenance of radiologic equipment.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MTB 0013, Introduction to Technical Math.

General Education	Associate In Science		
		ENC 2315 Technical Report Writing	3
		ETD 1100 Engineering Drawing	3
		ETE 1010, 1020, 2101, 2111, 2112 Electronics	15
*Communications	3		
*General Education Elective	3	ETE 2633 Computer Logic Circuits	3
*Humanities	3	ETG 1201, 2202, 2203, 2204, 2205 X-Ray Technology	15
*Mathematics — Natural Science	3		
*Social Science	3	ETI 1700 Industrial Safety	3
	<u>15</u>	MTB 1321, 1322 Technical Math I and II	6
			<u>51</u>
Professional and Other Required Courses			<u>66</u>
COC 2307 Computer Concepts	3		Total
			66

*Refer to General Education Requirements

NOTES: Students are advised to refer to individual course descriptions for recommended prerequisites.

The graduates of this program may elect to continue studies for a baccalaureate degree in a related area at a senior institution. The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

HEALTH EDUCATION

DENTAL HYGIENE

The program in Dental Hygiene at Florida Junior College at Jacksonville offers the student an opportunity to learn the technical and clinical skills of dental hygiene. The curriculum includes academic, technical, and clinical courses. Upon completion of the program, the student is prepared to take the Dental Hygiene licensure examinations. Upon successful completion of these examinations, the graduate will be licensed to practice in the field in dental hygiene.

One class is admitted annually to this two-year AS degree program. Due to facility requirements and accreditation standards, admission to the program is limited. Applicants must show evidence of good health and be a graduate of an accredited high school or its equivalent. College preparatory biology and chemistry or their equivalent are requirements for admission to the Dental Hygiene Program. A background of science and mathematics and good manual dexterity are strongly recommended. Continuation in the program's second year is dependent upon maintaining a 2.00 average in the first year. A grade of C or above must be maintained in all Dental Hygiene courses. Present program of studies is subject to change.

An application for admission to the program must include the following:

1. Application to Florida Junior College at Jacksonville.
2. Application to the Dental Hygiene Program.
3. High School transcript or copy of General Education Development (GED) test scores.
4. College transcript (if any college work has been attempted).
5. Official copy of Dental Hygiene Aptitude Test Scores.
6. Official copy of American College Test (ACT) or School and College Ability Test (SCAT) scores.

Students admitted to the program must present a report of a complete physical examination made not more than thirty (30) days prior to the enrollment for the first dental hygiene course.

Information may be obtained by contacting the North Campus of Florida Junior College at Jacksonville, A-317, or by calling (904) 757-6471 or 757-6461.

Any students who have academic deficiencies as determined by the Program Director or Dean of Health Related Technology will be scheduled into additional appropriate courses for correction of those deficiencies. This assessment may occur prior to or during the program.

General Education	Associate In Science		
APB 2190 Human Anatomy and Physiology II	3		
APB 2200 Human Anatomy and Physiology I	3	DEH 1000, 1001, 1002, 1701, 2101, 2303, 2401, 2600, 2702, 2800, 2802, 2930, 2931	
CHM 1034, 1035 Chemistry	8	Dental Hygiene	37
ENC 1103 English Composition I	3	DES 1000 Dental Anatomy	3
MCB 2010 Microbiology	4	DES 1100 Dental Materials	3
PSY 1012 General Psychology	3	DES 1201 Radiology	3
SPC 1010 Fundamentals of Speech	3	HUN 1001 Principles of Nutrition	3
SSI 1120 Origins of American Society	3		
*Humanities	<u>3</u>		<u>49</u>
	33	Total	82

*Refer to General Education Requirements

The program director may require additional courses or make substitutions required to meet the needs of students.

DENTAL ASSISTING

This is a one-year certificate program that will enable the student to demonstrate skills in dental assisting and the expanded duty functions of the dental auxiliary procedures, such as x-ray technique, dental material manipulation and identification, and the use and sterilization of dental instruments. Chairside assisting, application and use of medicaments, and assisting in the care of dental patients are also included. This program will qualify the graduate for the Certified Dental Assistant certificate. A background in science and good manual dexterity are recommended. Admission requisites for the DA program can be obtained from the Director of Dental Programs or the Office of Student Development.

	Certificate In Dental Assisting	
General Education		
APB 2200 Human Anatomy and Physiology I	3	DEA 1100 Science for Dental Assistants 2
MCB 2010 Microbiology	4	DEA 2210 Office Management
PSY 1012 General Psychology	3	DEA 2800 Clinical Practice I
SPC 1010 Fundamentals of Speech	3	DEA 2801 Clinical Practice II
*Communications	3	DEA 2802 Clinical Practice III
	16	DEA 2803 Clinical Practice IV
		DES 1102 Dental Materials and Laboratory
Professional and Other Required Courses		DES 1200 Dental Radiology
DEA 1000 Introduction to Practice	1	HES 1000 Personal and Community Health
DEA 1020 Preclinical Orientation	2	HUN 1001 Human Nutrition (Nutrition I) 3
		SES 2331 Business Communications ... 3
		29
		Total 45

*Refer to General Education Requirements

The program director may require additional courses or make substitutions required to meet the needs of students.



EMERGENCY MEDICAL TECHNOLOGY

The program is a combination of general education, technical education and clinical skills. This process offers a student the opportunity to learn the technical skills of crisis emergency care necessary to support life.

Applicants to the program must have the ability to perform college level work.

Acceptable evidence of an applicant's ability is:

1. High school and/or college transcript with a grade point average of 2.50 or higher.
2. An ability to read at a 10.5 grade level on the Nelson-Denny Reading Comprehension Test.

All VA students must have their advising sheets signed by the Dean of Health Related Technology or the Director of Emergency Medical Technology.

A personal interview is required in order to advise the applicant and to explain the clinical portion of the program.

Any students who have academic deficiencies, determined by the Dean of Health Related Technology and/or the Program Director, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

During the clinical phase the student will observe a special calendar, which is not identical with the college's published calendar. The schedule is designed to meet minimum requirements promulgated by the Health Program Office, Emergency Medical Services Section, of the State of Florida.

Emergency Medical Technology courses must be taken in sequence with the designated prerequisite and co-requisite courses. A grade of 2.00 must be earned in each professional course, Anatomy & Physiology, Microbiology and Chemistry. A cumulative GPA of 2.00 must be achieved prior to scheduling EMT 2287 and must be maintained throughout the remainder of the program.

The student will be required to purchase one uniform (approximately \$15.00), name tag (\$1.25), and provide insurance protection. The funding for these additions will be assessed either during registration or will be provided by the student prior to the first clinical experience.

	Associate In Science	ENC 1005 Introduction to Communications	3
General Education		PSY 1012 General Psychology	3
AMH 2010 United States History		SOC 2000 Introductory Sociology	3
or		*Humanities	3
EUH 1001 Western Civilization			<u>31</u>
or			
POS 2041 American Federal Government			
or			
SSI 1120 Origins of American Society	3		
APB 2190, 2200 Anatomy & Physiology	6		
CHM 1020 Chemistry for Liberal Arts ...	3		
ENC 1103 English Composition I			
or			
ENC 1136 English Composition II	3		30
MCB 2010 Microbiology	4		<u>30</u>
			<u>61</u>
		Total	

Professional and Other Required Courses

EMT 1116, 1185, 2208, 2287, 2806
Emergency Medical
Technology

*Refer to General Education Requirements

For Associate in Arts degree, these General Education credits must be added:

Humanities 3 credits

Mathematics 3 credits

The program director may require additional courses or make substitutions required to meet the needs of students.

MEDICAL LABORATORY TECHNOLOGY

The goal of the program in Medical Laboratory Technology is to offer the student an opportunity to learn the technical skills of medical laboratory science. The curriculum includes academic, technical, and clinical courses.

Admission to the program for medical laboratory technicians is based upon evidence to substantiate the applicant's ability to do college level courses and evidence of good health according to standard medical practices. Acceptable evidence of an applicant's ability is: the ability to read at not less than 10.5 grade level as measured by a standard reading test, which has been approved by the program director; a score equal to or above the national norm for Medical Laboratory Technology on the General Aptitude Test Battery; or a comparable test score on another college level aptitude test; or a high school and/or college transcript with a grade point average of 2.50 or better; or advanced standing on the basis of equivalency examinations. Program admission procedures may be obtained from the Director of Medical Laboratory Technology, North Campus. A personal interview with the Program Director is required.

Students who have academic deficiencies and/or requirements as determined by the Program Director, will be placed in additional appropriate courses for the correction of these deficiencies and/or requirements. This assessment may occur either prior to or during the program.

Students must earn a grade of C or better in the medical laboratory courses and complete all campus-based courses with a grade point average of 2.00 or better before entering the clinical phase of their education. During the student's clinical phase, a special calendar which is not identical to the college's published calendar, will be observed. This will conform to the clinical facilities schedule and the requirements of the National Association for Accrediting Clinical Laboratory Science.

In order to be employed in a medical laboratory in Florida, program graduates must pass the Florida State Licensure Examination for Medical Technicians. Program graduates are eligible for the Florida State Licensure Examination for Medical Laboratory Technicians.

The Certificate Program for Medical Laboratory Technology is available only through the Department of Medical Laboratory Technology, Florida Junior College at Jacksonville, in conjunction with St. Luke's Hospital. The student will develop entry level skills in Medical Laboratory Technology. Program graduates must sit for the Florida State Medical Technician Examination. The credits are transferable fully to the Associate in Science degree program in Medical Laboratory Technology.

Admission procedure: Students are admitted to this program only after acceptance into the two-year program for medical technicians at St. Luke's Hospital. Contact St. Luke's Hospital, the clinical laboratory.

Some professional courses carry professional malpractice insurance fees.

	Associate In Science	Certificate In Medical Laboratory Technology
General Education		
**CHM 1034 Introductory Chemistry	4	
CHM 1035 Introductory Chemistry	4	
MAC 1104 College Algebra		
or		
MAT 1033 Intermediate Algebra	3	
MCB 2010 Microbiology	4	
*Communications	3	
*Humanities	3	
*Social Science	3	
	<hr/>	
	24	
Professional and Other Required Courses		
MLS 1010 Hematology Principles	6	6
MLS 1400 Clinical Microbiology	6	6
MLS 2530 Serology and Blood Banking	6	6
MLS 2600 Principles of Clinical Instrumentation	5	

MLS 2610	Basic Clinical Chemistry	6	6
MLS 2802	Applied Clinical Diagnosis	9	9
MLS 2803	Procedures in Clinical Diagnosis	5		
MLS 2804	Applied Clinical Diagnosis II	12		
		<u>55</u>		<u>33</u>
		<u>79</u>		<u>33</u>
	Total	79		33

*Refer to General Education Requirements
 **Students who qualify may substitute CHM 1041 and CHM 1042.

The program director may require additional courses or make substitutions required to meet the needs of students.

RESPIRATORY THERAPY

This program is designed to help the student to learn the skills of a respiratory therapist. Graduates of this program are eligible to take the national examination, given by the American Association of Respiratory Therapists, to become Registered Therapists.

Admission to this two-year AS degree program is limited. Applicants must be graduates of an accredited high school or its equivalent. A background in science and mathematics is strongly recommended. Admission procedures may be obtained from the Coordinator of the Respiratory Therapy Program.

The curriculum includes technical courses, clinical practicum, and academic courses. Graduation from the program is dependent upon receiving a grade of C or above in all required science, mathematics, and Respiratory Therapy courses.

COST OF PROGRAM:

Fees for the Respiratory Therapy Program are the same and subject to the same charges as those stated under Student Fees for regular students with the following additions:

1. Uniforms.....approximately \$10.00 (needed first day of clinical experience)
2. Stethoscope.....minimum of \$20.00 (needed first day of clinical experience)
3. Name tag.....approximately \$1.25

The Respiratory Therapy Program admits students one time per year in the Fall of every year; therefore, the cut-off date for accepting applications is April 30 of every year.

General Education	Associate in Science	EMT 1116 Basic Emergency Medical Technology	6
APB 2190, 2200 Anatomy & Physiology	6	_____ Respiratory Therapy Clinical (INT 291) Applications	2
CHM 1034 Introductory Chemistry	4	RET 1024 Fundamentals of Inhalation Therapy	3
MAT 1024 Beginning Algebra or		RET 1264 Respiratory Therapy Advanced Equipment	3
MAT 1033 Intermediate Algebra	3	RET 1274 Introduction to Respiratory Care	4
MCB 2010 Microbiology	4	RET 1414 Arterial Blood Gases and Pulmonary Function Studies	4
PHY 1020 Physics for Liberal Arts	3	RET 2616 Respiratory Therapy Department Management ...	2
*Communications	3	RET 2714 Pediatric Respiratory Therapy	4
*Humanities	3	RET 2844 Intensive Care Practicum for Respiratory Therapy	4
*Psychology	3	RET 2885 Selected Studies in Respiratory Technology	6
*Social Science	3		
	<u>32</u>		
Professional and Other Required Courses			
APB 1261 Cardiopulmonary Anatomy and Physiology	3		
APB 2503 Pulmonary Pathology	3		46
APB 2650 Pharmacology for the Respiratory Therapist	2		<u>78</u>
		Total	78

*Refer to General Education Requirements
 Prerequisites for admission to the Respiratory Therapy Program are successful completion of CHM 1034 and MAT 1024.

The program director may require additional courses or make substitutions required to meet the needs of students.

TECHNICAL NURSING

The program of study is a combination of General Education and Technical Nursing Education. Nursing courses are based on the concept of the Wellness-Illness Continuum. It is this concept that the faculty accepts as the framework for unifying all experiences within the program. Graduates of the program are prepared to function as beginning Technical Nurse Practitioners in giving direct care to patients. Upon completion of the program, graduates are awarded an Associate in Science degree in Technical Nursing and are eligible to write the State Board Test Pool Examination to qualify for licensure to practice as a Registered Nurse.

Enrollment is limited in the Technical Nursing Program. Acceptance by the College does not imply admission to the nursing curriculum. Residents of the Florida Junior College at Jacksonville District (Duval and Nassau Counties) have first priority; out-of-district residents, second priority. Applicants are evaluated for admission on a point scale of ten (10) to five (5). Position on the scale is determined by the two criteria selected by the applicant from the five (5) qualifying criteria as outlined in the Technical Nursing brochure. The brochure may be obtained from the Student Development Office at North, South, Kent, or the Downtown Campuses. Approximately three (3) weeks prior to the beginning of each term, letters are sent to each applicant indicating admission, accepted for alternate, or not accepted. Both single and married men and women may be admitted to the program. There is no age limit.

APPLICATION PREREQUISITES:

Applicants to the Technical Nursing Program must:

1. Be a graduate of an accredited high school or its equivalent.
2. Be accepted for admission, be currently enrolled, or a former student of FJC.
3. Have completed a course in Chemistry with a minimum grade of C, within the last five years, in high school or college.
4. Have a reading grade placement of 10.5 as measured by the Nelson-Denny Diagnostic Reading Test or other standardized reading test approved by the Director of Nursing.
5. Have six (6) college credits in Anatomy and Physiology with a minimum grade of C earned within the last five years.* (*Applicants who have college credits in addition to Anatomy and Physiology must have a cumulative 2.00 grade point average with a grade of C in all science courses.)
6. Have a pre-application conference with the Technical Nursing Program counselor.

COST OF PROGRAM:

Fees for the nursing program are the same and subject to the same charges as those stated under student fees for regular students with the following additions:

*1. Uniforms.....	approximately \$60.00 (first semester only)
2. Laboratory fee.....	\$6.00 each science course. Refer to page 39 for list of courses.
3. Graduation fee.....	\$10.00 prior to graduation.
4. Graduation pin.....	approximately \$40.00
5. Insurance (Liability).....	\$7.00 each nursing course. Refer to page 40 for list of courses.
6. Graduation cap.....	\$ 7.50
7. Nursing Modules.....	approximately \$10.00 each semester
8. State Board Examination.....	\$50.00
9. Shoes.....	\$20.00
10. Watch.....	\$15.00
11. Name tag.....	\$ 1.25
12. Nelson-Denny Exam.....	No Fee

*Needed first day of clinical experience.

Any students who have academic deficiencies as determined by the Program Director or Dean of Health Related Technology will be scheduled into additional appropriate courses for correction of those deficiencies. This assessment may occur prior to or during the program.

APPLICATION DATES:

Fall Term (I)

Winter Term (II)

Spring/Summer Term (III/IV)

— April 15 - June 15

— August 15 - October 15

— January 1 - February 28

	Associate In Science	*Social Science	<u>3</u>
General Education			31
APB 2190, 2200 Anatomy & Physiology	6		
DEP 2002 Human Growth & Development	3	Professional and Other Required Courses	
ENC 1103, 1136 English Composition ...	6	NUU 1140, 1141, 2222, 2223 Nursing	<u>34</u>
MCB 2010 Microbiology	4		<u>34</u>
PSY 1012 General Psychology	3		<u> </u>
SOC 2000 Introductory Sociology	3		<u> </u>
*Humanities	3	Total	65

*Refer to General Education Requirements

CONTINUING EDUCATION COURSES

Continuing Education educators concerned with this specialty (care of the acutely ill patient) in nursing believe there is a core course content which every nurse working in a critical care area needs to know. These courses have been redesigned for nursing personnel in all critical care areas. Theory sessions are to include, in depth, the interrelation of the four (4) major body systems. Clinical experiences are to be selected by the professor. In current practice continuing education is aimed largely at updating and increasing knowledge and skills of the practitioners in the nursing profession. New technologies and development of critical care units have brought about responsibilities which were at one time considered outside the scope of nursing. Today's nurses are the key persons in the critical care areas and they must become experts in the care of people. It is imperative that nurses think of their patients and their families as human beings with needs to be met. Critical care nursing must focus on sharpening their abilities to work with people rather than on the decision and treatment orientation of the past. Basically, these nurses are bedside nurses with optimum teaching-learning opportunities.

Continuing Education courses are:

NUR 2006 Emergency Department Nursing

NUR 2121 Coronary Care Nursing

NUR 2240 Critical Care Seminar



HOME ECONOMICS EDUCATION

CHILD CARE SERVICES

Students completing the program will have had the opportunity to observe and participate in the Child Care Laboratory at the North Campus. Graduates of the program will be able to serve the community through acquired skills which will qualify them to work with young children.

Child Care students are requested to have an ability to read at 10.5 grade level as measured by a standard reading test approved by the Program Director. Any students who have academic deficiencies, as determined by the Program Director or Dean of Health Related Technology, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

		Associate in Science			
General Education					
DEP 2102	Child Psychology	3	EDG 2940	Observing & Recording Child Behavior	6
DEP 2002	Human Growth and Development	3	EDG 2941	Supervised Student and Participation	6
PSY 1012	General Psychology	3	EEC 1001	Introduction to Early Childhood Education	3
SOC 2000	Introductory Sociology	3	EEC 1201	Overview of Early Childhood Curriculum I	3
*Social Science	3	EEC 1204	Overview of Early Childhood Curriculum II	3
*Humanities	3	EEX 1000	Introduction to Exceptional Child Education	3
*Mathematics	3	HES 2402	Standard First Aid and Personal Safety	2
*Natural Science	3	HUN 1001	Principles of Nutrition	3
*Communications	6			3
		30			35
Professional and Other Required Courses					=
CHD 1220	Child Growth & Development	3			=
CHD 1230	Advanced Child Growth & Development	3			=
				Total	65

*Refer to General Education Requirements

NOTE: In order to meet the requirements for an Associate in Arts degree, a student must take three additional hours in Humanities, and three or four additional hours in Natural Science. A special certificate will be issued by the Child Care Department to those students who have successfully completed the Professional and other Required Courses with a grade of C or better.



FASHION MERCHANDISING

This is a program designed to prepare students for entering the Fashion Retailing industry. Employment may be secured in occupations such as salesperson, assistant department manager, display artist, fabric specialist, assistant buyer, department manager, and mid-management positions in sales supporting areas. The program will include instruction in career orientation, merchandising functions and techniques, garment construction, textile performance, and general business practices and procedures along with practical on-the-job work experiences.

General Education	Associate In Science		
PSY 1012 General Psychology	3	CTE 1810, 1811 Fashion Merchandising I & II	6
*Communications	3	MKA 2364 Fashion Merchandising Practicum Seminar I	4
*Humanities	3	MKA 2365 Fashion Merchandising Practicum Seminar II	4
*Mathematics — Natural Science	3	MKA 2366 Fashion Merchandising Practicum Seminar III	4
*Social Science	3	**Approved Electives	21
	<u>15</u>		<u>45</u>
Professional and Other Required Courses			<u>60</u>
CTE 1310, 1401 Clothing and Textiles ...	6	Total	60

*Refer to General Education Requirements

**Approved Electives:

ACC 1009, 1029, 2001 Accounting	9
BUL 2111 Business Law	3
MAN 1700 Introduction to Business	3
MAN 2000 Principles & Management	3
MAN 2300 Personnel Management	3
MAR 1101 Salesmanship	3
QMB 1001 Business Mathematics	3
SPC 1010 Fundamentals of Speech	3

The program director may require additional courses or make substitutions required to meet the needs of students.



FOOD SERVICE TECHNOLOGY

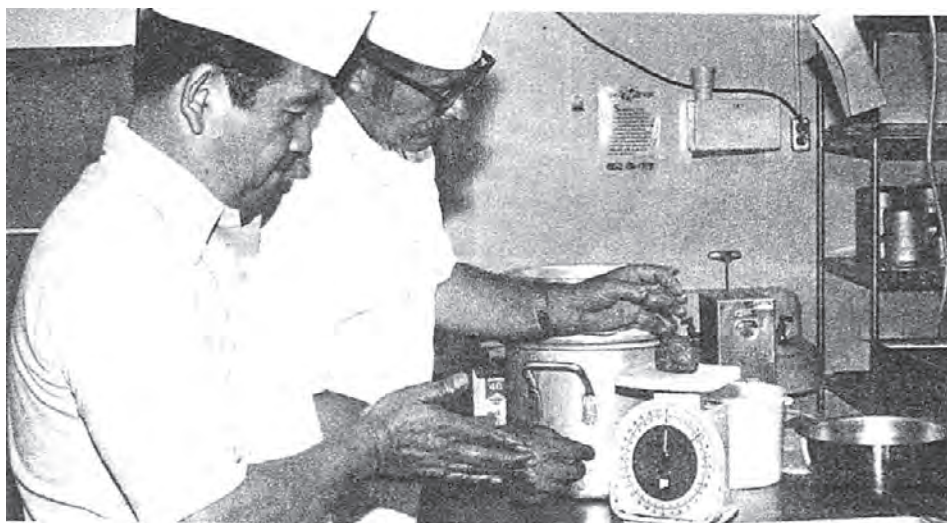
This competency-based program is designed to prepare students to seek employment in the Food Service Industry at the mid-management level in restaurants, cafeterias, extended care facilities, schools, hospitals, and fast food service operations. Competencies needed may be acquired through a combination of theory, laboratory and community experiences. Students may acquire credits for demonstrated specified competencies acquired through previous education and/or experience.

Students must purchase individualized instructional modules from the book store.

		Associate In Science	Certificate In Food Service Technology
General Education			
PSY 1012	General Psychology or		
SOP 1002	Human Relations	3	
*Communications	3	3
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
		<u>15</u>	<u>3</u>
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
FSS 1001	Orientation to Food Service Technology	3	3
FSS 1201	Basic Food Preparation	6	6
FSS 2221	Quantity Food Production	10	10
FSS 2225	Quantity Food Practicum	4	4
FSS 2501	Food and Beverage Control	3	
FSS 2940	Food Service Technology Internship	10	10
HUN 1001	Principles of Nutrition	3	3
MAN 2000, 2300	Supervisory & Adm. Management	6	
		<u>48</u>	<u>36</u>
	Total	63	39

*Refer to General Education Requirements

The program director may require additional courses or make substitutions as required to meet the needs of students.



PUBLIC SERVICE EDUCATION

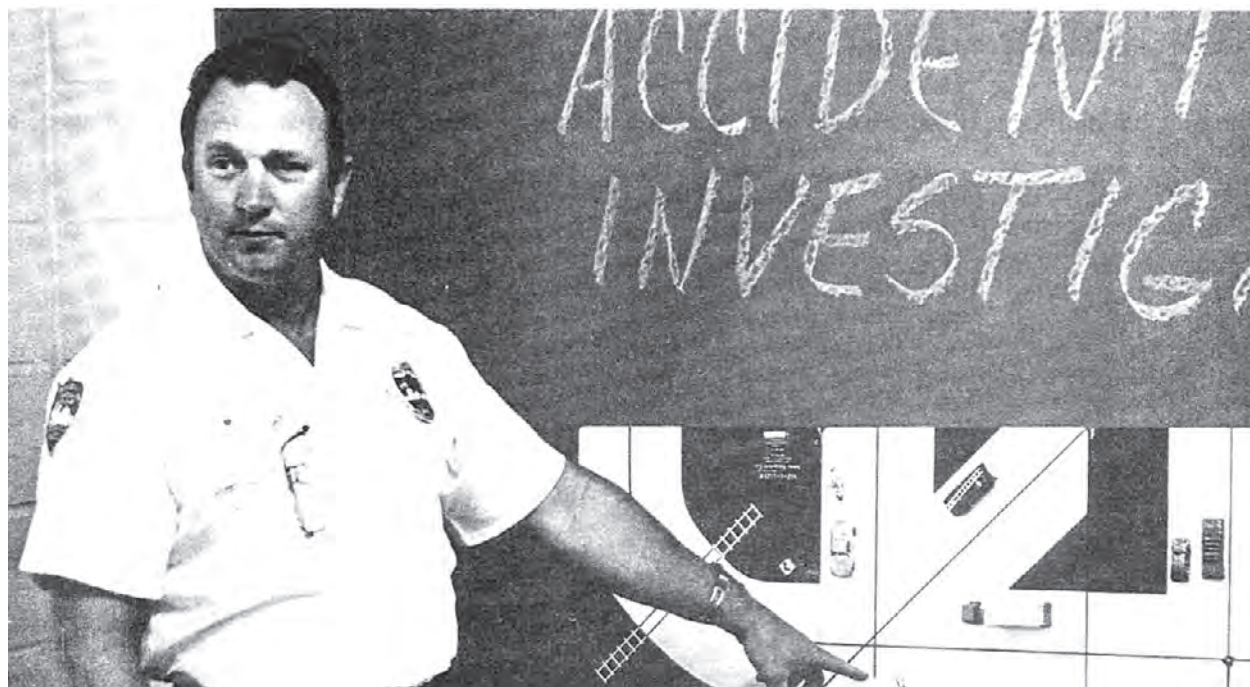
CRIMINAL JUSTICE EDUCATION—CORRECTIONS

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local criminal justice agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Law enforcement courses and general education subjects are offered on a day and evening interchangeable basis.

The Director of the Program may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

		Associate in Science			
General Education			CCJ 1030	Introduction to Criminal Behavior	3
APB 1150	Life in Its Biological Environment	3	CCJ 1300	Introduction to Corrections ...	3
ENC 1103	English Composition I		CCJ 2220	State and Local Law — Criminal Law II	3
or			CCJ 2250	Constitutional Law — Criminal Law I	3
ENC 1005	Introduction to Communications	3	CCJ 2330	Probation, Pardon, and Parole	3
HUM 2450	American Understanding	3	CCJ 2340	Introduction to Behavior Modification	3
POS 2041, 2112	Political Science	6	CCJ 2360	Introduction to Contemporary Practices in Corrections ...	3
PSY 1012	General Psychology	3	CCJ 2500	Juvenile Delinquency	3
SOC 2000	Introductory Sociology	3	CCJ 2933	Special Problems In Corrections	3
SOC 2020	Social Problems	3	CJD 2310	Police Supervision	3
SOP 1002	Human Relations	3			<u>33</u>
		27			<u>60</u>
Professional and Other Required Courses					
CCJ 1020	Introduction to Criminal Justice	3			Total
					60



CRIMINAL JUSTICE EDUCATION—LAW ENFORCEMENT

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local criminal justice agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Law Enforcement courses and general education subjects are offered on a day and evening interchangeable basis.

A student may obtain and apply for a Certificate in Criminal Justice-Law Enforcement by completing the twelve (12) Law Enforcement courses listed under Professional and Other Required Courses listed below.

General Education		Associate In Science	Certificate In Law Enforcement
APB 1150	Life in its Biological Environment	3	
ENC 1103	English Composition I		
or			
ENC 1005	Introduction to Communications	3	
HUM 2450	American Understanding	3	
POS 2041	American Federal Government	3	
POS 2112	State and Local Government	3	
PSY 1012	General Psychology	3	
SOC 2000	Introductory Sociology	3	
SOP 1002	Human Relations	3	
		<u>24</u>	
Professional and Other Required Courses			
CCJ 1020	Introduction to Criminal Justice	3	3
CCJ 1030	Introduction to Criminal Behavior	3	3
CCJ 1400	Police Organization and Administration	3	3
CCJ 1420	Police Operations	3	3
CCJ 2220	State and Local Law — Criminal Law II	3	3
CCJ 2230	Evidence	3	3
CCJ 2250	Constitutional Law — Criminal Law I	3	3
CCJ 2500	Juvenile Delinquency	3	3
CCJ 2930	Seminar in Police Problems	3	3
CJD 2310	Police Supervision	3	3
CJT 2100	Criminal Investigation	3	3
CJT 2110	Introduction to Criminalistics	3	3
		<u>36</u>	<u>36</u>
		<u>60</u>	<u>36</u>
		Total	

The program director may require additional courses or make substitutions required to meet the needs of students.

FIRE SCIENCE AND PREVENTION

The program is under the guidance of an advisory committee composed of community leaders and administrators from local fire departments. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Fire Science and general education subjects are offered on a primary night and alternative night basis.

General Education		Associate In Science	Certificate In Fire Science and Prevention
ENC 1103	English Composition I		
or			
ENC 1005	Introduction to Communications	3	
HUM 2450	American Understanding	3	
MAT 1024	Beginning Algebra	3	
POS 2041	American Federal Government	3	
POS 2112	State and Local Government	3	
PSY 1012	General Psychology	3	
SOC 2000	Introductory Sociology	3	
SOP 1002	Human Relations	3	
SPC 1010	Fundamentals of Speech	3	
		<u>27</u>	
Professional and Other Required Courses			
FFP 1000, 1100, 1117, 1200, 2210, 2310, 2400, 2522, 2524, 2600, 2660	Firefighting	33	33
		<u>33</u>	<u>33</u>
	Total	60	33

The program director may require additional courses or make substitutions required to meet the needs of students.

LEGAL ASSISTANT

This program, under the guidance of an advisory committee of attorneys and legal assistants, is designed to prepare a student for a career as a lawyer's assistant in legal practice, or in various businesses, industries, or governmental agencies. Professional courses are taught by attorneys whenever possible; thereby, assuring students of meaningful and direct instruction in specific areas of the law.

General Education	Associate In Science	Professional and Other Required Courses	
*Communications	3	ACC 1009, 1029 General Accounting I & II	6
*Humanities	3	BUL 2111 Business Law	3
*Mathematics — Natural Science	3	————— Introduction to Legal (LAS 123) Technology	3
*Social Science	6	————— Legal Writing and Research I	3
	<u>15</u>	(LAS 124)	

-----	Litigation	3	*Refer to General Education Requirements	
(LAS 125)			**Approved Electives:	
-----	Legal Writing and Research II..	3		
(LAS 126)			BUL 2112 Business Law	3
-----	Wills, Trusts, and Probate ...	3	COC 1300 Introductory Computer Concepts	3
(LAS 127)			PHI 2100 Introduction to Logic	3
-----	Corporate Law	3	SOP 1002 Human Relations	3
(LAS 128)			-----	3
-----	Law Office Management	3	(LAS 122)	
(LAS 130)			-----	3
-----	Real Property Law	3	(LAS 129)	
(LAS 132)			-----	3
-----	Torts	3	(LAS 131)	
(LAS 133)			-----	3
*Approved	Electives	12	(OCO 101) Cooperative Education Work	3

		48	(OCO 201) Cooperative Education Work	3

	Total	63		

Courses other than those listed above may be selected upon approval of Program Director.

Students wishing to enter the program without prior experience in the legal field must successfully complete the General Education Requirements or have permission of the Director before enrolling in any professional course in the Legal Assistant Program.

ADDITIONAL INSTRUCTIONAL PROGRAMS

Experience-Based Education

Experience-based Education encompasses educational alternatives designed to integrate academic foundations with practical experiences while encouraging maximum self-discovery learning. The focus of learning is normally undertaken in an off-campus setting under the sponsorship of a mentor. In contrast, the traditional classroom educational experience emphasized the predetermined syllabus, tests, lectures, and content to be mastered within the structured and controlled learning environment provided by the faculty member.

Cooperative Education, one form of off-campus Experience-based Education, combines classroom learning with on-the-job experience in an integrated academic/career program. Students who participate in the program are placed in career related work experiences that relate directly to their career goals. In addition to gaining valuable practical experience

while attending college, students receive academic credit for their supervised work experience.

Work and study schedules may vary to meet the needs of the students and the employers. Common work-study patterns include parallel work and study and alternating work and study. In the parallel plan, the student attends school and works at the same time. In the alternating program, the student works full-time one semester and attends school full-time the next semester.

Cooperative Education is open to all students in the College pursuing an AA degree who have completed one semester of satisfactory college study. Students in AS programs require the Program Director's prior approval in order to include cooperative work experience in their program of study.

Another Experience-Based Education program is the University Year for Action (UYA). UYA is a program jointly sponsored by Florida Junior College and the federal government in which full-time college students work in human service agencies.

Participating students enroll for a full load of regularly offered and accredited courses. All course work is done on a contractual, independent study basis. A professor will supervise the student's independent study and any course related field work until the course is completed.

The UYA student is assigned to a human service agency in Jacksonville and receives a small living

stipend for full-time voluntary service, as well as a year of federal civil service credit. The UYA volunteer gains valuable career oriented service-learning while participating in a program designed as one small step in overcoming the effects of poverty.

Other forms of Experience-based Education are prior learning assessments, internships, practicum, on-the-job training, and field research.

DEVELOPMENTAL EDUCATION NORTH CAMPUS

The College recognizes that many students enroll lacking the proper academic skills and background to realize their full potential and be successful in their studies. To enable these students to develop their skills, a comprehensive, college-credit Developmental Education Program has been created at the North Campus. Students are advised to enroll in the program based upon their test scores and previous high school record. Transferable college credit is awarded upon successful completion of the program.

Learning strategies in the program include:

1. Classes five days a week (two-thirds more classroom time at no additional cost).
2. Small classes for personal attention (maximum twenty).
3. Assistance from student tutors as well as professors.

4. Individualized instruction (students begin at their own level of proficiency and proceed at their own learning rate).
5. Programmed Instruction:
 - a. Various published materials developed by the professors
 - b. Cassette and reel-to-reel tapes
 - c. Video cassette tapes
 - d. Filmstrips
 - e. Slides
 - f. Motion picture films
6. A Communications Laboratory available to the student for additional help.
7. Non-punitive grading.
8. Counseling, guidance, goal-seeking activity.
9. Career Awareness skills.

DEVELOPMENTAL EDUCATION SOUTH CAMPUS

Developmental Education is provided through a Communications Laboratory and Individualized Studies courses. The Communications Laboratory is open, free, to the entire student body and offers dynamic, individualized, tutorial assistance to students who want to improve their learning skills. Individualized Studies courses are offered for students who need

special assistance to realize their full potential and to become academically successful. These courses are of a five (5) day week structure, limited in size, and individualized to meet student need. Upon completion of any course in this program, regular college credit is awarded.

DEVELOPMENTAL EDUCATION FRED H. KENT CAMPUS

Developmental Education is provided through a Communications Laboratory and a Speech Clinic. Students who wish to improve their reading and writing skills should contact the laboratory professor in

Building 89 (north side). Students who desire help in formal and informal speech or who are in need of speech therapy should contact the professor/therapist in Building 95 (north side).

SUMMER OVERSEAS STUDIES

Florida Junior College at Jacksonville, in affiliation with the Consortium for International Education, sponsors an Overseas Program offering college credit in the areas of Humanities, Social Science, and Science. Orientation meetings and regular classes designed to make the tours valid educational experiences are held during the weeks prior to trip departures.

Class attendance and participation in the scheduled events of the tours are mandatory for students taking the courses for credit. Regular admission policies of the College must be followed to enroll in the program. Complete information about the courses and tours may be obtained by contacting the Dean of Academics at the Kent Campus. Students are expected to pay their own transportation and other charges.

ARMY ROTC — SOUTH CAMPUS

Army ROTC is open to all students who wish to acquire a basic military education which, in conjunction with other college disciplines, develops individual character and those attributes essential to an officer.

Upon completion of the basic courses offered at the South Campus, a student is eligible for selection

into the advanced program at any university with an ROTC program. A student enrolled in the advanced program will receive a daily monetary subsistence allowance amounting to \$100 for each academic month.

Students enrolled in the basic program incur no obligation towards the military.

